



Town of Fairhaven Planning Board

Town Hall

40 Center Street Fairhaven, MA 02719

508-979-4082

INSTRUCTIONS TO BE FOLLOWED WHEN PETITIONING THE PLANNING BOARD

FORM C

DEFINITIVE SUBDIVISION PLAN

1. Form C Application, filed with the Town Clerk and the Planning Board.
2. If applicant is not the property owner then the owner shall sign the application or a letter from the property owner authorizing the applicant to submit the application.
3. Form G Subdivision Plan Checklist shall be filled out and submitted with the application.
4. A detailed narrative describing how and why the proposal meets the criteria for a Subdivision.
5. Ten prints of the plan plus one additional print shall be filed by the applicant with the Board of Health.
6. A check made out to the Town of Fairhaven for:
 - For plans with a preliminary plan: \$100 plus \$20 per lot for subdivisions up to five lots, or \$200 plus \$50 per lot for lots 6+.
 - For plans without a preliminary plan \$200 plus \$20 per lot for subdivisions up to five lots, or \$400 plus \$75 per lot for lots 6+.
 - In addition, a separate check for an engineering deposit of \$1000 for subdivisions up to 30 acres or \$1500 for subdivisions of greater than 30 acres, plus the cost of advertising the hearing (a deposit of \$110 is required for this expense) plus the cost of mailing legal notices to abutters (a deposit of \$4.42 per abutter is required for this expense).
7. An abutters list as they appear on the Town tax list, approved by the Town Assessor, for all abutting property owners.
8. Ten copies of a Stormwater Management Plan for all subdivisions of three lots or more, or all subdivisions within the Nasketucket River Basin Overlay District.
9. A Public Hearing is required for all Definitive Subdivision applications. Said notice must be advertised in two consecutive weeks, the first advertisement being at least fourteen days prior to the hearing.
10. The Planning Board will hold a Public Hearing on the proposed Subdivision at which time the applicant shall present the Subdivision to the Planning Board and the public.
11. Following the hearing, and within 135 days (for plans without a preliminary plan) and 90 days (for plans with a preliminary plan) of submittal of the plan, the Planning Board will act on the Subdivision Plan and the proposed form of security. If the proposed form of security is a Form D Covenant, said covenant shall be noted on the plan.
12. The Planning Board will file a copy of its decision on the proposed subdivision plan with the Fairhaven Town Clerks Office.
12. The applicant shall submit the Mylar and six (6) prints once: the twenty-day appeal period has ended, the Planning Board has received the required security, and the applicant has complied with all conditions. Once this is done the Planning Board will sign the Mylar and prints. It is the applicant's responsibility to record the Mylar and any covenants with the Registry of Deeds.



Town Clerks Stamp

**FAIRHAVEN PLANNING BOARD
FORM C
Application for
Definitive Subdivision Plan**

Fairhaven, Massachusetts

Date: _____, 20____

The undersigned, herewith submits the accompanying Preliminary Plan of property located in the Town of Fairhaven for approval as a subdivision as allowed under the Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land of the Planning Board in the Town of Fairhaven.

Name of Applicant: _____

Applicants Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Work Phone Number: _____

Name of Engineer or Surveyor: _____

Address of Engineer or Surveyor: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Work Phone Number: _____

Deed of Property recorded in Bristol County (S.D.) Registry of Deeds. Book: _____ Page: _____

Location and Description of Property: _____

Address of Property: _____ Plat Number(s): _____ Lot Number(s): _____

Other Descriptive Material: _____

Owners of all properties involved must sign:

Signature of Owner(s): _____ Signature of Owner(s): _____

Owner(s) Address: _____ Owner(s) Address: _____

File one completed form with the Planning Board and one copy with the Town Clerk.